

Message Text

PAGE 01 STATE 209802

64

ORIGIN CU-04

INFO OCT-01 ARA-10 ISO-00 DRC-01 /016 R

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----- 092709

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FM SECSTATE WASHDC

TO AMEMBASSY BRASILIA

UNCLAS STATE 209802

E.O. 11652: N/A

TAGS: OEXC, BR

SUBJECT:ITAMARATY PROJECT ON INFORMATION STORAGE AND
RETRIEVAL

REF: A) STATE 189366, B) BRASILIA 7321

THERE FOLLOWS THE LIST OF QUESTIONS FOR PRESENTATION TO
ITAMARATY PER PARAGRAPH TWO OF REFTEL A:

- CRITERIA FOR PROBLEM DEFINITION

GENERAL

1. WHAT VOLUME OF MATERIAL IS TO BE SUBJECT TO THIS

- SYSTEM?

2. IS MATERIAL IN EXISTENCE PRIOR TO THE SYSTEM'S DEVELOP-

- MENT TO BE INCLUDED IN THE NEW SYSTEM?

3. IS THERE A SINGLE UNIFORM FILE SYSTEM FOR ALL PRESENT

- MATERIAL?

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PAGE 02 STATE 209802

4. IS ALL DOCUMENTATION AT A SINGLE LOCATION OR IS IT IN

- SEPARATE BUILDINGS OR EVEN SEPARATE CITIES?

5. IS ALL DOCUMENTATION THE SAME OR DIFFERENT ON THE

- FOLLOWING BASES?

- A. APPROXIMATE NUMBER OF PAGES PER DOCUMENT
- B. SIZE OF PAPER OR PAGE
- C. COLOR OF PAPER.

INPUT

6. WHAT IS THE MANNER OF RECEIPT OF INFORMATION OR DOCUMENTATION AT PRESENT (ELECTRONIC, ELECTRICAL, HARD-COPY, A COMBINATION OF THESE)?

7. WHAT IS THE NUMBER OF POINTS OF ORIGIN FOR INCOMING INFORMATION? FOR OUTGOING INFORMATION?

8. HOW MANY POINTS OF RECEIPT ARE THERE FOR THIS INFORMATION?

9. IS THE INFORMATION ANALYZED? INDEXED? DISSEMINATED?

10. IS THERE A SINGLE SYSTEM BY WHICH THE ABOVE IS DONE OR A NUMBER OF SYSTEMS?

MAINTENANCE AND USE

11. HOW IS THE INFORMATION DISSEMINATED?

12. TO HOW MANY POINTS?

13. ARE THESE POINTS OF RECEIPT IN ONE LOCATION OR NOT?

14. HOW IS THIS DATA USED?

15. DOES ONE END-USER INCORPORATE THE INFORMATION IN UNCLASSIFIED

PAGE 03 STATE 209802

- A PRODUCT THAT IS BEING PRODUCED?

16. OR DO A NUMBER OF END-USERS UTILIZE THIS DATA JOINTLY?

17. IS THE DOCUMENTATION MAINTAINED IN A NUMBER OF DIFFERENT PHYSICAL LOCATIONS? IN DIFFERENT COPIES?

18. IF MAINTAINED AT DIFFERENT LOCATIONS, IS THE INFORMATION MAINTAINED BY ONE SYSTEM OR DIFFERENT SYSTEMS FOR EACH LOCATION?

RETRIEVAL

19. HOW IS THE INFORMATION RETRIEVED AT PRESENT?
20. WHAT IS THE VOLUME OF RETRIEVAL REQUESTS?
21. WHEN IS THE DATA USUALLY ASKED FOR?
22. WHAT IS THE RESPONSE TIME?
23. FOR HOW LONG IS THE MATERIAL USUALLY AN ACTIVE
 - SUBJECT FOR RETRIEVAL?
24. HOW MANY END-USERS ARE USUALLY INVOLVED AT ONE TIME
 - IN A RETRIEVAL REQUEST?

DISPOSITION

25. HOW LONG IS THE MATERIAL USUALLY KEPT?
26. IS THE MATERIAL RETIRED AT PRESENT FROM ACTIVE
 - STORAGE TO A RECORDS CENTER OR ARCHIVES?
27. ARE THERE EXISTING DISPOSITION SCHEDULES FOR
 - MATERIAL TO INDICATE WHICH MATERIAL IS TO BE KEPT
 - AND FOR HOW LONG?
28. IS SOME MATERIAL RETIRED AND OTHERS DESTROYED AT
 - CERTAIN INTERVALS?

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PAGE 04 STATE 209802

29. IS THE ARCHIVES SEPARATE FROM THE SUBJECT OF THIS
 - SYSTEMS STUDY OR INCLUDED IN IT?

PERSONNEL AND EQUIPMENT

30. WHAT EQUIPMENT IS USED IN THE PRESENT SYSTEM?
31. IS SOME OF THE DOCUMENTATION, AT PRESENT, IN ANY OF
 - THE FOLLOWING MODES?
 - A. AUTOMATED (ON MAG TAPE OR DISC PACK)
 - B. SEMI-AUTOMATED (ELECTRO-MECHANIC OPERATION)
 - C. MICROGRAPHIC (MICROFILM OR MICROFICHE)
32. IS THE PRESENT EQUIPMENT COMPATIBLE?
33. WHAT ARE THE PERSONNEL RESOURCE REQUIREMENTS OF THE
 - PRESENT OPERATION?
34. HOW ARE THE PERSONNEL HIRED AND TRAINED?
35. WHAT ARE THE SKILL AND EDUCATION REQUIREMENTS FOR
 - THE PERSONNEL?

36. IS THERE A HIGH OR LOW VOLUME OF TURNOVER AMONG THE
- PERSONNEL?

SUMMARY

37. AFTER ANSWERING EACH OF THESE QUESTIONS FOR THE
- PRESENT SITUATION, EACH ONE OF THE QUESTIONS SHOULD
- BE ANSWERED AGAIN IN THE FRAMEWORK OF "WHAT IS OUR
- NEED ON THIS POINT?"
- HAVING DEFINED WHAT EXISTS AND WHAT IS NEEDED, THE
- SYSTEM REQUIRED TO GET YOU FROM WHERE YOU ARE TO
- WHERE YOU NEED TO BE SHOULD BE MORE DISCERNIBLE. KISSINGER

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<< END OF DOCUMENT >>

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Draft Date: 04 SEP 1975
Decaption Date: 01 JAN 1960
Decaption Note:
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Disposition Approved on Date:
Disposition Authority: n/a
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From: STATE
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